

STATE OF MISSOURI
INFORMATION TECHNOLOGY ADVISORY BOARD
MEETING MINUTES
April 30,2003

| | | | |
|------------|------------------|----------------|-------------------|
| ATTENDEES: | Tom Robbins | Paul Schelich | Keith Dent |
| | Karea Boeger | Scott Willett | Cathy Reinkemeyer |
| | Laurie Mills | Jan Grecian | Kay Dinolfo |
| | Gail Wekenborg | Betsy Litton | Steve Adams |
| | Jim Roggero | Gary Lyndaker | Pat Roe |
| | Jeff Falter | Larry Reynolds | Chris Wilkerson |
| | Dennis Bax | Tim Dwyer | Thomas Smith |
| | Cindy Renick | Paul Wright | Gina Hodge |
| | Doug Young | Dave Schulte | Jearl Reagan |
| | Gerry Wethington | Rex Peterson | Suzie Rackers |
| | Jim Weber | Kim Potzmann | Bob Meinhardt |
| | David Crain | Ron Thomas | Brenda Wilde |
| | Todd Craig | Jill Hansen | Scott Peters |
| | Gail Morris | | |

ACTION ITEMS



Approval of the March 26, 2003, Information Technology Advisory Board Meeting Minutes. Motion to approve was made by Jim Weber and seconded by Jearl Reagan. The Minutes were approved.

PRESENTATIONS

1. MOTEC CAP (Jim Weber and Tom Robbins)

Tom reviewed the achievements of FY03 and set goals for room utilization for FY04. Paul Wright presented MOTEC's recommended rates and budget for FY04 for approval. The Committee recommended that the FY04 rates be based on 60% agency utilization and 40% number of IT staff, instead of the 50%-50% ratio that has been used previously. A motion was made by Gina Hodges to accept the new 60/40 ratio. It was seconded by Jim Weber, and passed on a voice vote.

2. IT MENTORING (Tim Dwyer)

Tim demonstrated the new Mentoring web site, WWW.oit.mo.gov/mentoring/mentor. Tim indicated that the scope of the Mentoring Committee is to serve new CIOs, but they have been approached by current CIOs with interest in being mentored and the Committee will consider possible expansion of the scope. It was suggested that Tim submit the Mentoring Project for NASCIO's awards.

3. PROJECT MANAGEMENT STANDING COMMITTEE (Jim Roggero and Dennis Bax)

Jim noted that the Project Management Standing Committee's Project Management Certification only certifies staff for 3 years. There is now a need to look at the re-certification process. Options for re-certification could include a refresher class, obtaining CEUs through seminars and

tasks, and using a small project as a model to re-certify project management staff. Tom indicated that MOTEC had a project with DHSS that they could use as a pilot for re-certification. A team of project managers would oversee the MOTEC project and meet regularly to ensure that appropriate project management procedures were being followed. The team members would be re-certified based on their use of effective project management oversight.

Gerry noted that some cabinet members had approached him with an interest in sending not-IT people to project management training. Getting upper-level program managers trained in project management would have a very positive affect on future IT projects.

Reviewed handout and what committee wants from ITAB today. Jim Roggero asked for approval from ITAB to move forward with the Project Management plans, which would be adjusted based on budget and legislative time frame. There was a discussion on getting business community involved. A motion to adopt this process was made by Scott Peters and seconded by Doug Young. Motion passed.

4. SECURITY PRESENTATION (Lt. Colonel Thomas Smith)

1) Website, State - State Information Infrastructure Protection Center

Presented web site Missouri National Guard has initiated to support a State Information Infrastructure Protection Center (SIIPC) and CyberSecurity training. The Guard will offer website for interagency communication if approved by ITAB. The CyberSecurity committee of the Homeland Security Council supports adoption of site.

Gary Lyndacker said he did not see any downside to endorsement of the proposal. Gary moved to support the SIIPC concept and the use of the Guard CyberSecurity website. 2nd by Jearl Reagan. Vote passed.

2) User security awareness training – Basic principles were: a) need to train the average employee, a person that may have no knowledge of information security measures; b) need to track who took training; c) cost had to be minimal.

Using Blackboard software, University of Missouri Outreach & Extension developed a web-based User Security Awareness Training. UMOE would allow state agencies to access this training for a small fee; suggested cost for 1-15 employees is \$75 and \$1 per additional employee. Agency would submit a list of employee IDs to UMOE to set up access. Basic training content can be customized, with UMOE charging for the time required to make the changes.

Tom Smith asked ITAB to accept and recommend this security training as basic training, if no other agency training is available. This training would be acceptable as meeting the minimal requirements for user security awareness. The ITAB Security Committee has reviewed for content, and recommended it to ITAB for their approval. The Architecture Security Domain workgroup will do ongoing review to make sure the content meets established standards and compliance.

Chairman asked for recommendation for basic minimal training for security. Motion to adopt basic minimal standard of training for all state agencies by Jearl Reagan and seconded by Jim Weber. Vote passed

GENERAL BUSINESS

CIO Update (Gerry Wethington)

Software piracy - needs executive support even though it originated from executive order. Gerry will bring it to the next cabinet meeting. OA legal council has reviewed and will present to the Legal Council Committee.

Center for Digital Government Rankings - Gerry asked for guidance from ITAB in regard to Missouri participating in the Center for Digital Government Rankings of states. Gerry and many other members of NASCIO are concerned about the time it takes to complete their forms and the Center's unwillingness to share the criteria they use to base their rankings on. The ITAB members expressed support of whichever direction Gerry feels is most appropriate after consulting with the Center for Digital Government and other NASCIO members.

June 19 – Government Technology Magazine Conference. The conference will include representative from state, county and local governments. If you are not registered and want to attend you should register now. Governor Holden has been invited to speak.

E-Government – Changes are being made to the “Show-Me” state web site. Will be adding a youth site and the capability to register and start a business. Plans are to have a shopping cart perspective so that citizens can purchase items from various agencies and pay one-time at check out.

Gerry asked that each agency submit a status report on their transition to the .Gov standard within two weeks.

Homeland Security – The Cyber security committee continues to meet and a status report was presented to the Deputy Director's Cabinet. The report is being circulated to directors of agencies not represented on the Homeland Security Council. Two executive orders came from the cyber security report – 1) Reauthorization of OIT and 2) need for security awareness training.

Standardization of Email Products - After two meetings with representatives of agencies using Group Wise, Lotus Notes, and Microsoft Exchange, the e-mail standardization is ready to be turned over to the architecture process. A group has been chosen to work on the email domain. Missouri University has already been through the process of consolidating and centralizing email products and will be a resource to the domain team.

Business Continuity – The Business continuity guidelines will be presented to the Deputy Director's Cabinet. Joyce Murphy will work with Gerry to emphasize the importance of the project with the deputy directors. The business continuity plan will include what do you do on a building-by-building basis and business-by-business basis. The final outcome will be policy directives for agencies to follow..

IBI - IBI customer meeting on May 20 - issue to decide what needs to change to enable the state to work with IBI as business partners.

OIT Web Site has had changes. A yellow icon to left of object indicates a change or new addition to the site. Information on PAQ's including a standard template is coming to the site.

Action items from last meeting:

Deputy cabinet members list will go out soon.

Legislative list of bills will go out soon.

Blanket message about spam will go out soon.

OIT Funding - Gerry reported that OIT's GR funding was converted to the revolving fund account so the agencies will have to finance a larger portion of OIT's budget next year. Gerry expects the agencies' costs for OIT allocation will more than double. Also, the FY04 OIT allocation will be based on agencies' IT spending in FY02. There was some discussion about the need for all ITAB agencies to share in the OIT allocation costs.

2. Miscellaneous Items (Rex Peterson)

INFOCON – Rex asked for a motion to appoint OADIS as the authorizing agency for declaration and reporting of INFOCON conditions. Motion was made by Jim Weber and seconded by Jearl Reagan. Vote carried.

Committees – Have appointed chairpersons for the new E-Gov committees. If agencies have staff they want on the committees, please contact the chairpersons.

3. IT Cost Committee (Mary Willingham)

The proposed SAM II object code changes were denied. However, Mary and Gerry will meet with OA and see if there are ways to collapse some of the codes and make them more palatable for FY04.

4. E. GOV COMMITTEE (Lew Davison)

Lew will chair the oversight committee. The sub-committees and chairpersons are: Application Development – Jim Roggero; Digital Media – Jim Weber; Digital Certificates – Todd Craig; Credit Cards – Scott Peters. Still need chair for CRM subcommittee and members for all committees.

To be consistent with the new terminology , the name of the committee will be changed to Digital Committee.

5. HIPAA COMMITTEE (Gary Lyndacker)

Gary had no report. Jill indicated that because of HIPAA there have been a number of questions about the security of email within an agency, between agencies, and to outsiders. Jill will send technical staff to the next MOHIPAA meeting to clarify the email security issues.

6. Technology Services Update (Gail Wekenborg) -

Mainframe issues, and email directories and coordination's of such, at next steering committee. Gail also announced that they had turned on a new processor this morning and it should improve performance.

7. Statewide Purchasing Update (Gary Eggen/Karen Boeger)

Handed out project log revised 4/29. Discussion on joining bids in different agencies.

8. Internet/MOREnet Update (Chip Byers)

MOREnet reported no recent outages and they are looking at expanding the current backbone.et.

9. Architecture Review Committee Update (Scott Willett/Bob Meinhardt) -

Scott Willett asked members to check the OIT web site for updates. ARC continues to meet and approve documents related to Security Domain. If ARC has approved items they are listed on web and should be implemented.

Two new processes are to begin May 1 - GIS discipline and a sub-domain team to develop standards for email.

11. Network Management Consortium Update (Jim Roggero/Jill Hansen) -

Jill emphasized that she will only consolidate networks if it is cost effective. Gerry announced that the Southern Governors Conference has a program to increase internet access in rural areas. The program, Southwest Universal Rural Access (SURA), includes only the boothill area of Missouri but Governor Holden is supporting the program. Also, the Missouri School Board is looking at the possibility of providing schools Internet access over fiber that may be available.

Announcement -

Motec - Paul Wright will become chair of MOTEC and Tim Dwyer will become vice-chair effective July 1, 2003.

ACTION ITEMS:

- LEW BRINGING AGENDA FOR NEXT MEETING FOR E GOVERNMENT MEETING
- JILL HIPAA CLARIFY SECURITY.

NEXT MEETING

The next ITAB Meeting is scheduled for **MAY 27, 2003 at the DNR Building, Katy Trail Conference Room, 1738 East Elm Street, Jefferson City**